

III. A.

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: January 24, 2005

TIME: 4:00 p.m.

LOCATION: Central Library
Board Room – Third Floor
315 South Rose Street
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:00 p.m.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Amy DeShon, Lisa Godfrey and James VanderRoest. Absent: Robert Brown, Loren Dykstra

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of December 13, 2004

B. Personnel Item

Vickie Ray joined the staff on January 3, 2005 in the position of half-time library assistant 3, assigned to Eastwood and Washington Branches within Youth and Branch Services. Ms. Ray has held a variety of paraprofessional positions at Kalamazoo Public Schools, most recently at Maple Street Magnet School for the Arts. In addition she has been an occasional library aide at Powell Branch for several years, particularly during school vacations.

Disposition: The board accepted the Minutes of the Meeting of January 24, 2005 and the Personnel Item as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending December 31, 2004

Recommendation: **Director Rohrbaugh recommended the board approve the Financial Reports for the Period Ending December 31, 2004.**

Executive Summary: The Director highlighted the improved cash flow, that the Kalamazoo Foundation account approved to be discontinued by the board in November was closed out in December, and that a close estimate budget will be brought to the board in the spring.

She also explained changes to the Capital Improvement Plan budget have evolved in recent weeks including repairs to the second floor lanterns at Central library and some furniture needs as a result of the administrative reorganization and reassignment of offices. The lamp repairs and furniture needs can be taken care of from funds that were already budgeted in the CIP but not allocated for a specific purpose.

President Godfrey suggested the financial reports first be approved, then handle the change to the CIP budget separately.

MOTION: **IT WAS MOVED BY C. ADDISON AND SUPPORTED BY A. DESHON TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING DECEMBER 31, 2004 AS RECOMMENDED.**



Motion carried 5-0.

MOTION: **J. VANDERROEST MOVED AND D. BROWN SUPPORTED THE EXPENDITURE OF APPROXIMATELY \$13,000 TO REPAIR CENTRAL LIBRARY SECOND FLOOR LANTERNS AND APPROXIMATELY \$5000 FOR FURNITURE FOR THE ADMINISTRATIVE OFFICE REORGANIZATION.**



Motion carried 5-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. Administrative Reorganization

Recommendation: **A. Rohrbaugh recommended the board approve the following components of the library administrative reorganization to be effective February 1, 2005:**

- A new classification for Deputy Director be created with a salary range 10% above the assistant director range
- Position of Assistant Director for Public Services be changed to Deputy Director with a 10% salary increase for the incumbent
- Salary for Head, Finance and Budget be increased by 5%
- Salary for Executive Assistant be increased by 5% and title changed to Assistant to the Director
- Classification of the Assistant to the Director position be moved to the top Supervisory-Technical level and the range be increased by 5% differential
- A .5 time library assistant 3 position in Finance and Budget be increased to .75 time

● **A .7 time library assistant 3 in the library office be increased to full-time and moved to Finance and Budget**

● **A .3 time library assistant 3 position in Loan and Outreach Services be increased to .5 time (The incumbent of the .3 position is split between the office and loan services. With her move to full-time in the office, a .3 time vacancy will be left in Loan Services. With half-time as our minimum position, we need a .2 increase.)**

Upon board approval of these components, the budget would be revised to incorporate these changes and brought to the board at a later meeting along with other budget revisions.

Executive Summary: President Godfrey noted all trustees have seen this plan in committee meetings.

Director Rohrbaugh explained the Assistant Director position will be dropped from the organizational chart, but the Assistant Director position classification will be retained on the salary schedule in case it is needed in the future.

MOTION: J. VanderRoest moved and A. DeShon supported approval of the recommendation for administrative reorganization.

Discussion: L. Godfrey confirmed trustees had had a chance to study and have questions answered regarding the recommendation. She commented it looks like a good, effective plan.



Motion carried 5-0.

REPORTS

B. Election Law Changes

Presentation: Trustees received a written report from Martha Coash, Assistant to the Director, summarizing the impact on the library and its board of the recently enacted legislation implementing election consolidation in Michigan. KPL's trustee elections will continue to be held at the same time KPS school elections are held. KPS has chosen to hold their elections on the first Tuesday after the first Monday in May. KPL Trustees' terms will continue to begin July 1 and end June 30. Petitions will be filed with the city rather than the school district. Election costs for KPL will likely be higher than in the past.

Disposition: Trustees received the information.

C. Reading Together – Oral Report

Presentation: Joan Hawxhurst, coordinator for the 2005 "Reading Together" program brought trustees up to date on the county-wide financial support and the programs and discussions organized to date around the book *The Color of Water* by James McBride.

Disposition: Trustees received the information and thanked Ms. Hawxhurst for the comprehensive report and commented though it did not seem possible to top the 2004 program, it sounds like the 2005 program will do just that. Joan was thanked for her enthusiasm and credited with much of the program's success.

VI. COMMITTEE REPORTS

Finance & Budget Committee – J. VanderRoest reported the committee met and discussed the reorganization plan. He added the committee will review a close estimate budget soon.

Personnel Committee – C. Addison reported the Personnel committee also met to discuss the reorganization plan.

Bylaws Committee – L. Godfrey indicated a review of the bylaws is underway and will be brought to the full board at a future meeting.

Coffee Shop Group – J. VanderRoest said the group decided not to pursue the coffee shop proposed by Mr. Adams. He will send a letter thanking him for his work to provide the proposal.

VII. OTHER BUSINESS

A. President's Report

President Godfrey indicated she would meet with J.VanderRoest to put what needs to be covered at the board retreat on financial matters scheduled for February 19 into focus so the morning will be productive.

She expects a conversation about where we are in relation to approved millages. Although we are not facing an election soon it is wise to be aware of our situation as others put millage questions on the ballot. Our basic millage authorizations expire in 2009 and 2014. 2009 may be here sooner than it may seem.

Financial projections will be provided for the next nine years. She suggested trustees ask she or the director for any related information they would like to consider at the retreat.

B. Directors Report

Director Rohrbaugh provided expanded information on several items from her written Director's Report. She reported seeing former director Saul Amdursky at the annual American Library Association Mid-Winter Conference; explained the new statistics report is taking longer to produce than expected and will likely be ready in March or April; mentioned central library will be an Art Hop site on March 4 and will include an opportunity for the community to greet her in her position as director.

XIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

D. Brown was pleased to see "Reading Together" off and running.

C. Addison, Chair of the Personnel Committee said although she has no complaints, she feels this is a good time to consider the process and instrument used to evaluate the director.

L.Godfrey agreed this is a good opportunity to look at the evaluation process and thanked C. Addison for suggesting it. She added she had e-mail recently from Mr. Amdursky and thinks he misses us although he is enjoying his new challenges. He sent his best to everyone.

X. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:55 p.m.

